

**MANSFIELD FIRE DEPARTMENT
SUPPLEMENTAL INFORMATION SHEET
AFTER HOURS CONTROLLED BURNS**

Applications for Controlled Burn Permits to be issued on weekend or holidays will be handled as follows:

- 1) Permit applications must be submitted to the Fire Administration Office at 1305 East Broad Street before 3:00 PM on the last business day preceding the burn permit request.
- 2) A fee of \$30.00 must accompany applications for weekend burn permits. If it is anticipated by the applicant that a permit will be needed for more than one day, a separate application and separate fee amount must be submitted for each anticipated day of the burn.

The payment of a permit fee and the completion of the permit application form **DOES NOT** constitute approval for a burn permit. The on duty Fire Department Battalion Chief or his designee, will arrive at the burn site to issue said permit between 8:30 and 9:30 AM on the date requested. If weather conditions prevent the issuance of the permit on the requested day, the on duty Battalion Chief will contact the permit holder by phone prior to 8:30 AM. The permit holder is responsible for insuring that all conditions of the burn as stated on the attached sheet are complied with.

IF YOUR PERMIT IS DENIED you will be given the option of either rescheduling the date for the permit to be issued, or to have your fee returned to you.

YOUR RECEIPT FOR PAYMENT DOES NOT CONSTITUTE THE ISSUANCE OF A BURN PERMIT. A PERMIT IS NOT VALID UNTIL IT HAS BEEN ISSUED TO YOU BY A FIRE DEPARTMENT REPRESENTATIVE AUTHORIZING YOU TO BURN AT A PARTICULAR TIME, PLACE AND DATE. BURNING WITHOUT AN APPROVED PERMIT IN HAND IS A VIOLATION OF CITY ORDINANCE AND CARRIES A FINE OF UP TO \$2,000 PER OCCURRENCE.

The final determination as to whether a permit is issued or not will be left to the discretion of the Fire Department.

If you have any questions, please feel free to contact the Fire Marshal's office at 817-276-4790.